

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 December 1972

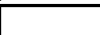
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
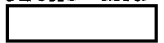


PARKING REGULATIONS - HEADQUARTERS BUILDING AREA

1. During recent months there has been a significant increase in the number of parking violations in the Headquarters Building area. The information provided below is intended to eliminate misunderstanding concerning parking rules and regulations for the Headquarters Building area, and thereby reduce the number of parking violations and inconvenience to employees.

2. Parking at the Headquarters Building is governed by General Services Administration parking and traffic regulations and by 

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 The primary authority to issue parking and traffic regulations for the Headquarters Building area rests with the Regional Administrator, General Services Administration under authority granted by Federal regulations. All parking and traffic violations come under the jurisdiction of the United States District Court of the Eastern District of Virginia and all fines are levied by a United States Commissioner. United States Special Police have the authority to enforce the regulations and to handle related administrative matters. In accordance with  the Director of Logistics is responsible for the control and issuance of parking permits to directorates based on the number of personnel assigned to each directorate within the Headquarters Building. Each directorate is responsible for the internal allocation of permits in accordance with its administrative procedures.

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3. All areas authorized for parking are designated by lines and signs. Reserved spaces are identified by yellow lines and by signs noting "Reserved Parking by Permit Only." Such spaces are reserved seven days a week, 24 hours a day. Nonreserved parking (lane and area spaces) are identified by white lines and by signs noting "Parking by Permit Only." These spaces are available for those employees holding permits for the designated lane or area. Areas painted yellow and marked "Motorcycles Only" may be used for motorcycle or motorbike parking at any time without a permit. If there are no vacant spaces available within an assigned lane of a nonreserved parking area, permit holders must proceed to the West Parking Lot. Employees working in the evening hours may park in any unreserved space after 2:30 p.m. provided they display an after 2:30 p.m. parking permit. The appropriate parking permit must always be prominently displayed in a vehicle occupying a space where a permit is required. If the permit is not displayed, regardless of the reason, a violation may be charged.

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4. A visitors' parking area is provided for Agency personnel assigned outside the Headquarters Building and for non-Agency visitors. The time limit for Agency personnel who are authorized to park in this area will not exceed three hours.

5. Fines for parking violations range from \$5 to \$25, depending on the number of violations previously charged to the individual. If an individual receives a traffic violation notice, he must within 72 hours (excluding weekends and holidays) either post collateral in Room 1-D-49, Headquarters Building or make arrangements in Room 1-D-49 to appear in court before the United States Commissioner. Court is held on the fourth Tuesday of each month in Room G-A-13, Headquarters Building. Failure to take one of these actions will result in doubling of the fine and, if the fine is not paid, will ultimately result in a warrant being served on the individual.

6. Each employee is reminded that many other Agency employees in the Washington metropolitan area must pay a monthly charge for parking or are forced to use on-street parking at some distance from their office. Parking in the Headquarters Building area, therefore, should be regarded as a privilege.

7. This notice will be brought to the attention of all employees in the headquarters area having access to the Headquarters Building.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN W. COFFEY  
Deputy Director  
for Support

DISTRIBUTION: ALL EMPLOYEES